

## Tennessee Department of Safety - Highway Patrol



The Tennessee Department of Safety appreciates your interest in the position of Trooper with the Highway Patrol, which offers a rewarding career to qualified individuals seeking employment in public service.

#### **QUALIFICATIONS AND REQUIREMENTS**

BEGINNING SALARY: \$2,638 per month. Salary is set in accordance with Tennessee Code

Annotated §§ 4-7-201

AGE: Minimum of 21 on the date of the written examination.

DRIVER LICENSE: Must possess a valid Tennessee Driver License upon appointment.

EYESIGHT REQUIREMENTS: Minimum visual acuity of 20/100 in each eye separately without

glasses and each eye corrected to 20/30 or better.

EDUCATION: High School diploma or GED equivalence.

CRIMINAL HISTORY/BACKGROUND: No felony convictions or a conviction of any misdemeanor considered

to be of moral turpitude.

ADDITIONAL REQUIREMENTS: Must pass an entrance challenge/agility test, a medical and

psychological examination, as well as a drug test. Must pass a background, to include a credit report conducted by the Tennessee

Bureau of Investigation and a polygraph.

TRAINING: Applicants will be required to attend a 18-week cadet-training program

located at the Tennessee Department of Safety Training Center in Nashville. Applicants are required to stay on campus and allowed

leave as dictated by the training schedule.

DUTY ASSIGNMENT: Upon graduation, Cadets will be assigned to a county within the

Highway Patrol District of their legal residence.

Cadet classes are held according to the availability of positions. An applicant who falsifies any records or withholds any pertinent information will be rejected for employment or dismissed if employed.

**BENEFITS** Group Hospitalization insurance plan for employees and dependants

Life insurance Dental insurance

Excellent retirement plan

Longevity pay

Vehicle, equipment & uniforms furnished Specialized training for qualified employees

Eleven paid holidays annually Sick and annual leave accrual

Credit Union

THE TENNESSEE DEPARTMENT OF SAFETY IS AN EQUAL OPPORTUNITY AND EQUAL ACCESS EMPLOYER.



IF you are selected, we MAY contact you by one of the ways listed below. Therefore, it is imperative that you provide the following information (printed legibly) to ensure we are able to contact you.

Your LEGAL name is:

you at work? Yes No
of Whom?

## ATTENTION DISTRICT ORGANIZER



#### STATE OF TENNESSEE

## INFORMATION AND INSTRUCTIONS FOR THE TENNESSEE CAREER SERVICE EMPLOYMENT PROCESS

#### HOW TO OBTAIN JOB INFORMATION

Our state government is the largest employer in Tennessee with over 37,000 Career Service employees working in over 1,400 different job classifications. You may obtain information about the Career Service job classifications for which the Department of Personnel is currently accepting applications by visiting the Tennessee Department of Personnel's Career Service website. at: http://www.ja.state.tn.us/personnel/JobSearch/index.jsp. At this site, you'll find Job Information, including a Job Search tool that will allow you to perform a customized search based on your college major, minimum salary requirements, and other search criteria. The job information provided includes job descriptions (with minimum qualifications), salary information, examination information, and number of positions/vacancies by county or by department. You should use the Job Information to identify jobs of interest to you, making sure to compare your education and experience qualifications with the requirements indicated in the job description before deciding to apply for the job.

For some jobs, you may only apply during "announced" opening and closing dates. When one of these job classifications is currently open, the opening and closing dates will be posted at the following web address: <a href="http://www.state.tn.us/personnel/employment/Exam">http://www.state.tn.us/personnel/employment/Exam</a> %20Announcement.pdf.

#### HOW TO BEGIN THE APPLICATION PROCESS

The first step in the Career Service employment application process is completion of the State of Tennessee Employment Application. We strongly encourage you to apply online so that your application may be processed as efficiently as possible. This is especially important when applying for an "announced" job classification which has specific opening and closing dates during which applications will be accepted. The online application is available at: <a href="https://www.tennesseeanytime.org/tnjobs.">www.tennesseeanytime.org/tnjobs.</a>. If you do not have access to the Internet, you may obtain state job classification information and/or complete an online application by visiting the Department of Personnel in Nashville or by visiting one of the many Department of Labor and Workforce Development Career Centers located throughout the state. You may also obtain and/or complete a hard copy form at the aforementioned locations.

If you are submitting a hard copy State of Tennessee Employment Application form, it must be completed using black ink so that it can be legibly reproduced. Please make sure you provide all required information. If you omit information, it may be necessary for the Department of Personnel to return your application to you. Unsigned hard copy applications will not be accepted.

Do not submit originals of personal documents, as they will not be returned. Legible photocopies of the application and attachments are acceptable. Your completed application should be submitted to the Department of Personnel at the address (or fax number) listed on Page 1 of the application form. After submitting your application to the Department of Personnel, you may be required to complete additional forms. If so, these forms will be mailed to you. Please include your social security number on all correspondence.

If you have any questions regarding the application process, please call 615-741-4841 between the hours of 8:00 a.m. and 4:30 p.m. CST or e-mail your questions to applicant.services@mail.state.tn.us.

## BE SURE TO KEEP A COPY OF YOUR APPLICATION FOR YOUR FILES.

#### AFTER YOUR APPLICATION IS SUBMITTED

For each job classification you apply for, your application is evaluated to determine whether or not you meet the education, experience, and/or other special requirements for the job. If a job classification requires a written or computer-administered test, you will be sent testing instructions in the mail. When a job classification does not require a test, the information on your application will be used for evaluating and rating your training and experience. This may include your education, experience, and any licenses or certificates that you possess. All evaluation/examination results will be mailed to you. Applicants attaining a passing score on either a rating of their education and experience or on a written or computeradministered test will be added to the list of eligibles for the job classification for which a passing score was obtained. Scores received on a rating of education and experience are normally valid for a period of two years. Scores received on a written or computeradministered test are valid until such time as the test is revised and the register is abolished.

#### **TESTING**

Tennessee Career Service employment tests are administered on a daily basis (Mon.-Fri., except State holidays) at the Department of Personnel in Nashville. Most tests are administered on computer. No appointment is needed for the testing location in Nashville. Applicants may be admitted for testing any time between the hours of 8:30 a.m. and 1:00 p.m. CST. Applicants wishing to test in a location other than Nashville must be scheduled for a specific testing session based on the testing location preference selected by the applicant on the applicantion form. The testing admission letters sent to these applicants will provide the specific testing location and will either specify a date and time for testing or provide a telephone number to call to make an appointment for testing.

It is the Department of Personnel's policy to provide reasonable accommodations in testing conditions to qualified individuals with disabilities as defined by the Americans with Disabilities Act. If you wish to request an accommodation, please call 615- 741-0441 or Tennessee Relay Service 711.

#### HIRING

As Career Service job vacancies occur, agencies request certified lists of eligible applicants to fill the vacant positions. If your score is high enough for a particular job classification, your name may be certified to the agency as an eligible applicant. You will be mailed a notice of the job opening and asked to contact the agency within seven days of the date on your notice to schedule an interview. An agency is required to make an employment decision from the top five interested and available applicants when hiring from an open list of eligible applicants when hiring from a promotional list of eligible applicants.

#### **LATERAL TRANSFERS**

If you are a current Career Service employee and would like to transfer to another position within your current classification, you may request that your name be placed on the lateral transfer list. This request can be made by telephone. No application is required. Just call the Applicant Services Division at 615-741-4841. The lateral transfer list will be provided to hiring agencies, upon request, as vacancies occur.

#### INFORMATION AND INSTRUCTIONS (Continued)

#### -GENERAL INFORMATION-

A Change in Application Requirements: You should provide your complete education and experience background information with this application if you have <u>not</u> submitted a full and complete application since <u>March</u>, 1999. This applies to all applicants, <u>including current State employees</u>. This change in application procedures was made as a result of changes in the Department of Personnel's application processing and maintenance procedures. These changes have been made in an effort to enhance the quality of services provided to applicants, employees, and hiring agencies.

<u>To Re-apply:</u> In applying for additional jobs in the future, you may submit an abbreviated application, omitting your previous education and work experience information. However, you should always include information on the experience that you've gained since your last application. Even if you have continued in the same job, that job should be listed in job block A to show that you've continued working in that position.

Important Information: Applications must often be returned to obtain a small piece of information overlooked by the applicant. Please review your application carefully to make sure that all the requested information is included.

It is recommended that you include your name and social security number on any additional documents or supplemental information you include with your application. If you choose to fax your application, it is recommended that you write your name and social security number on each faxed page. To allow for the timeliest processing of applications, we ask that you DO NOT submit a duplicate of your faxed application in the mail.

BE SURE TO KEEP A COPY OF YOUR APPLICATION FOR YOUR FILES. <u>DO NOT INCLUDE PAGE 2</u> WHEN YOU ARE ASKED TO PROVIDE A COPY OF YOUR APPLICATION FOR AN EMPLOYMENT INTERVIEW.

#### COUNTY PREFERENCES/LEGAL COUNTY CODES

On page 1 of the application form, you are asked to select your county work preferences and indicate your legal resident county. Use the county codes from the list below to record this information.

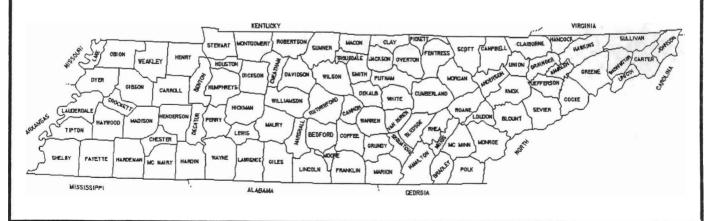
County Preferences: You may choose up to five counties for your work location preferences or you may choose STATEWIDE "99" to be considered for all counties. A map of Tennessee is provided to assist you in selecting the counties in which you are willing to accept employment.

Legal Resident County: Your legal resident county is the county in which you reside and to which you definitely intend to return even though you may be temporarily absent. Non-state residents must indicate "00" as their legal county code

01 Anderson	15 Cocke	29 Grainger	43 Humphreys	57 Madison	71 Putnam	85 Trousdale
02 Bedford	16 Coffee	30 Greene	44 Jackson	58 Marion	72 Rhea	86 Unicoi
03 Benton	17 Crockett	31 Grundy	45 Jefferson	59 Marshall	73 Roane	87 Union
04 Bledsoe	18 Cumberland	32 Hamblen	46 Johnson	60 Maury	74 Robertson	88 Van Buren
05 Blount	19 Davidson	33 Hamilton	47 Knox	61 Meigs	75 Rutherford	89 Warren
06 Bradley	20 Decatur	34 Hancock	48 Lake	62 Monroe	76 Scott	90 Washington
07 Campbell	21 Dekalb	35 Hardeman	49 Lauderdale	63 Montgomery	77 Sequatchie	91 Wayne
08 Cannon	22 Dickson	36 Hardin	50 Lawrence	64 Moore	78 Sevier	92 Weakley
09 Carroll	23 Dyer	37 Hawkins	51 Lewis	65 Morgan	79 Shelby	93 White
10 Carter	24 Fayette	38 Haywood	52 Lincoln	66 Obion	80 Smith	94 Williamson
11 Cheatham	25 Fentress	39 Henderson	53 Loudon	67 Overton	81 Stewart	95 Wilson
12 Chester	26 Franklin	40 Henry	54 McMinn	68 Репту	82 Sullivan	
13 Claiborne	27 Gibson	41 Hickman	55 McNairy	69 Pickett	83 Sumner	
14 Clay	28 Giles	42 Houston	56 Macon	70 Polk	84 Tipton	

- 99 Statewide You will be considered for vacancies throughout the state regardless of location. Use this code for county preferences only,
- 00 Non-state residents Use this code for legal county information only.

Use the State of Tennessee map below to assist you in selecting county preferences.



<sup>\*\*\*</sup>Attention Applicants: You may retain the instruction sheet for your records. You do not need to submit it with your application.\*\*\*



# STATE OF TENNESSEE EMPLOYMENT APPLICATION

#### Return completed application to:

Department of Personnel Applicant Services Division 505 Deaderick Street 2<sup>nd</sup> Fioor, James K. Polk Building Nashville, Tennessee 37243-0635 or fax to: (615) 401-7626

USE BLACK INK ONLY TO COMPLETE THIS APPLICATION FORM. DO NOT WRITE IN SHADED AREAS. COMPLETE ALL REQUIRED FIELDS OR YOUR APPLICATION WILL BE RETURNED TO YOU.

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The State of Tennessee is committed to the principles of equal opportunity, equal access, and affirmative action. The State of Tennessee does not discriminate against applicants or employees on the basis of race, color, religion, creed, age (over 40), national origin, sex, pregnancy, disability, veteran's status or any other classification protected by federal or state law.

\*\*\*ATTENTION APPLICANTS: DO NOT INCLUDE THIS PAGE WHEN PROVIDING A COPY OF YOUR APPLICATION FOR AN EMPLOYMENT INTERVIEW\*\*\*
ATTENTION APPOINTING AUTHORITIES: DO NOT INCLUDE THIS PAGE IF YOU KEEP A COPY OF THIS APPLICATION FOR YOUR FILE S\*\*\*

-Do not write in shaded area - office use only-

TESTING: If you are willing to take any necessary examinations, please indicate your testing location preference from the choices below.
MARK ONE       06 Cleveland       28 Pulaski       57 Jackson       79 Memphis         19 Nashville       47 Knoxville       67 Livingston       82 Kingsport
If you would like information on testing accommodations for persons with disabilities, please call (615) 741-0441 or TDD (615) 741-6276. See information under the heading "Testing Information" on Side A of Information and Instructions for further information about the employment testing process.
VETERANS INFORMATION: Tennessee veterans preference points are only added to passing examination scores on Career Service appointment registers. To receive veterans preference points, you must be a present or former member of the United States Armed Forces, have served on active duty during the service eligibility periods listed below (unless otherwise noted), have received an honorable discharge, and be a legal resident of the State of Tennessee (i.e., have resided in the State of Tennessee for the past two-year period or possess a Tennessee voter registration card). Veterans meeting these conditions will have five (5) points added to their passing examination scores. For veterans with a ten percent (10%) or greater service-connected disability, ten (10) points will be added to their passing examination scores. Ten (10) points will be added to the passing examination scores of the spouse of a veteran killed on active duty during the eligibility periods listed below. Five (5) points will be added to the passing examination scores of the spouse or unremarried spouse of a veteran killed on active duty during any other time period.
Service Eligibility Dates: W.W.II (12-7-41 to 12-31-46); Korean Campaign (6-27-50 to 1-31-55); Vietnam Conflict (2-28-61 to 5-7-75); Lebanon, Grenada of Panama Expeditions (ONLY IF AWARDED THE ARMED FORCES EXPEDITIONARY MEDAL); and Operation Desert Shield/Storm (8-2-90 to end date not ye established).
TO CLAIM VETERANS PREFERENCE, CHECK THE APPROPRIATE BOX BELOW AND SUBMIT PROOF AS INDICATED IN THE TABLE.
Proof will be submitted under separate cover Proof is Attached Proof has previously been submitted to Applicant Services
Date of Entry in Military Service Date of Separation from Active Service
Month Day Year Month Day Year Rank at Time of Discharge Branch of Service
VETERAN STATUS: REQUIRED DOCUMENTS: DOCUMENT TYPES:
Veteran submit document 1 only 1. Discharge (DD Form 214) showing entry and honorable discharge date from active military service.
10% Disabled Veteran submit documents I and 2 2. *Statement from Veterans Administration showing veteran's 10% service-connected disability.
Spouse-100% Disabled Veteran submit documents 1 and 3 3. *Statement from Veterans Administration showing veteran's 100% service-connected disability.
Spouse-Veteran killed on active duty submit documents 1 and 4 4. Statement from Veterans Administration showing veteran was killed while on active duty.
*Statement must have been issued from Veterans Administration within last six months.
'SPECIAL QUALIFICATION INFORMATION: Employment consideration for some jobs (e.g., Correctional Officer, Trooper, other jobs in law enforcement) is limited to U.S. citizens and/or to individuals who meet minimum age requirements. If you are applying for a job for which U.S. citizenship or minimum age requirements are applicable, please provide the information in this block. (Note: To obtain information about special qualifications requirements for a particular job, please visit the Department of Personnel's Job Search website at <a href="https://www.ja.state.tn.us/personnel/JobSearch/JobSearch/JobSearch.jsp">www.ja.state.tn.us/personnel/JobSearch/JobSearch.jsp</a> .
To be considered for Jobs requiring U.S. citizenship, please answer: Are you a U.S. citizen? YES NO
To be considered for jobs requiring a minimum age of 18, please answer: Are you at least 18 years of age? YES NO
To be considered for jobs requiring a minimum age of 21, please answer: Are you at least 21 years of age? YES NO
***OPTIONAL INFORMATION***
DEMOGRAPHIC INFORMATION: The following information is for Equal Employment Opportunity/Affirmative Action purposes only. To assist the State of Tennessee in its commitment to equal employment opportunity, applicants are asked to provide voluntarily the following information. The State of Tennessee is authorized under federal law to retain this information for research and statistical reasons. This information will not be used in an employment decision and refusal to provide this information will not affect an applicant's employment opportunities. Information requested is to be completed on a voluntary basis. Data will be held confidential and only used in accordance with applicable federal law.
RACE A. White B. Black C. Hispanic D. Asian or Pacific Islander
E. Native American Indian F. Alaskan Native G. Other
SEX A. Maie B. Female

Social Security Number			Last Name										
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			First Name							_			
			EDUCATI	ONAL BACKO	POUND								
You should provide all information requested in this section. You may omit the Educational Background section only if you have filed a full and complete													
application since March, 1999, and your education information has not changed since that time. This applies to all applicants including current State Employees.													
PLEASE NOTE: You should complete "LICENSES" and "REFERENCES" with each new application you submit. Signature is required with each application.													
Primary/Secondary Education - Please indicate the highest level of primary or secondary education completed.													
1 2 3 4 5 6 7 8 9 10 11 certif. of GED high school date completion certif. diploma													
completion certif. diploma completed													
Postsecondary Education - Please list schools attended after high school. This includes any colleges, universities, or vocational schools attended. When													
indicating hours completed, you must convert semester hours to quarter hours. Just multiply semester hours by 1.5 to convert to quarter hours. Indicate clock hours for vocational school training.													
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To ensure that you receive the maximum score possible in an evaluation of your training and experience, it is strongly recommended that you submit a copy of your college transcript with your application. Regardless of whether or not you are submitting a transcript, please indicate the number of <u>quarter</u> hours received in the subjects listed below. A transcript of all course work may be required at the time of employment. For education received from a non-lighted States college or													
subjects listed below. A transcript of all course work may be required at the time of employment. For education received from a non-United States college or university, please attach a copy of credential evaluation from an accredited United States school or other acceptable evaluation service.													
(To convert semester hours to quarter hours, multiply by 1.5.)													
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make available to all state age	encies my academic	c records	or other materia	als pertinent to my	y qualification	ns. I furthe	er authoriz	e and re	auest each	former	employer.		
educational institution, or organ	nization (including	law enfo	rcement agenci	es) to provide all i	nformation th	at may be s	ought in c	onnectio	n with this	applicat	ion.		
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#### **EXPERIENCE BACKGROUND**

#### \*\*\*Important - Please Read\*\*\*

Instructions: You should provide your complete work history in the experience background section on the following pages unless you have submitted a full and complete application since March, 1999. This applies to all applicants, including current State employees. In providing your complete work history information, you may use copies of pages from previous applications to construct one complete and up-to-date application. If you have submitted a full application since March, 1999, you may omit your prior work experience, except for the experience you have gained since the time of your last application. Even if you have continued in the same job, that job should be listed in job block A to show that you've continued working in the same position.

To complete your work history, use the job blocks provided below and on the following pages, beginning with your present or most recent job in job block A. If necessary, you may attach additional sheets to provide your complete work history in the format shown below. It is important that you accurately describe the major responsibilities associated with each job you have held, along with all other requested information for each job. Incomplete information may lower your application rating. If you moved to a different position within the same organization and your major duties changed, you must list each position as a separate job. For military experience, it is important that you include the dates and pay grade for each position held. Unpaid, volunteer or part-time work experience may also be included with your work experience history. You may submit an employment resume to supplement your application; however, you must describe your major job responsibilities in the format below to ensure accurate scoring of your application.

	***If you have not reviewed the informs	ntion above, please do so now to be sure you	a complete this section correctly.***
JOB A		TITLE OR RANK OF POSITION :	
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EMPLOYER NAME :	TYPE OF BUSINESS :	TELEPHONE:
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Describe your major duties /responsi	bilities and show approximate percent of time spen	t on each. Do not exceed a total of 100%.
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# **Security Clearance Application Level II**

Investigation conducted by the Tennessee Bureau Of Investigation For the

# **Tennessee Department of Safety**

For use with the hiring and promotions of Troopers, Sergeants, Lieutenants, Captains, CID Commissioned Personnel, Communication Dispatchers and Driver License Personnel

### **Instructions**

A Security Clearance Investigation is an essential element in determining a person's qualifications for employment with the Tennessee Department of Safety. The information requested in this application is a vital part of that process.

As the applicant, it is your responsibility to insure that all necessary information is provided in order for this investigation to be conducted in a reasonable amount of time and with the least amount of difficulty possible. Therefore, make sure that all sections are completed prior to turning this application into the interviewer. Each question <u>must</u> be answered. If there are questions that are not applicable to you, please indicate this fact by the notation "N/A" in the appropriate space.

Should you need additional space to provide the requested information, attach sheets of the same size as this application and specify continuation of a particular block of information.

The application should be typed or completed in black ink and must be clear and legible.

You are reminded that providing false information or failing to provide information could result in failing to be hired by the Tennessee Department of Safety, or your dismissal should you be hired and the Background Investigation reveals the falsification.

COMMON AREAS OF OMISSION: We find that some applicants exclude middle names of relatives, personal references, and acquaintances. If a person does not have a middle name, indicate (NMN), meaning "No Middle Name". If you are unable to furnish complete information concerning your relatives or acquaintances, give sufficient explanation. Nicknames should not be used.

If you have ever served in the Armed Forces, indicate in Part II by each address if you lived on or off base, including overseas tours. If you have a relative currently in the military, indicate complete address, including Military Serial Number, branch of service and whether or not his/her residence is on or off base.

			SE	CTION 1:	PERSO	NAL HIST	ORY	· Commission of the Commission	
									MICHIGAN CONTRACTOR CO
	st Nam			First 1				ile Name	
	than y	our true n	ame, du	iring what perio	od and what o	female, furnish i circumstances w			
Birth Date:					City & Star	te of Birth:		- Salara de la companya de la compa	
Age:		Ge	nder:	☐ <b>Male</b> ☐ Female	Social Secu	rity Number:			
DL Number:	nor till ettillette og som en spend i etter eft av vært					S	tate:		
Y*1,7		☐ White		Hispani	ic 🔲	American India	n		
Ethnicity:		Black		Asian		Other			
# of Children:				(Include bi	ological, step	and adopted ch	ildren)		
Marital Status:		Single		☐ Married	i 🗆	Separated	Widowe	ed 🗆	] Divorced
Are you a U.S.						A		Yes	☐ No
				Tennessee? (Co		positions only) in extreme hards	hin cases	Yes	□ No
for one year?	u mai y	ou are no	engior	e to request trai	usiei, except	in extreme nards	sinp cases	☐ Yes	☐ No
	-			SECTIO	N 2: RE	SIDENCES	5	***************************************	
Home Street A	ddress		nactorio de Aradiano de			Market			ARAD STATE OF THE
City:						State	:	Zip:	
Home Phone (i	ncludin	ng area co	de):						
Work Phone (ii	ncludin	g area coo	le):						
				nvalid, indicate ent address and		d phone number	of a relative t	hrough who	m you may be
Name:									
Relationship:									
Phone # (includ	ding are	ea code):							
			UAL.	PLACES OF	RESIDEN	ICE FOR PA	ST 5 YEAR	S	
Any applicant	who has					rs must list all re			l Include
address while a	it schoo	ol and in n	nilitary,	as well as fami	ily-owned va	cation homes. F	or college on-	campus resi	dences, give
unit designation	n and lo	ocation by	city, st	ate, and country	y. If post off	ice box, give loc	ation of post	office.	icic mintai y
From (Month/Year)	(Mo	To onth/Year	Apt	t. #	Stree	t Address		City	State
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HANGACAMETICSECERATIONS	ATTERCAL PROPERTY.	SEC	TIO	N 3: EDU	CATION	IAL BACK	GROUN	D	
				THE RESERVE TO A STREET THE PARTY OF THE PAR	THE RESERVE OF THE PERSON NAMED IN COLUMN	of diploma/0		The American	The state of the s
Name of High	School/	Issuer of							
Address: (City									
Telephone Nur			rea cod	e):					
Graduated:	Ye		☐ No	Date: (Me	onth & Year)				
GED:	Ye	s	☐ No	Date: (Me	onth & Year)		Location	n:	

		College/Univ	ersity (att	ach transcript	)		
Name of Co	ollare	City	State	Major		ttended	Graduated
Name of Co	Juege	City	State	Major	TO	From	(Y/N)
A Transcription of the Control of th							
GLASTING FE PLACE TO THE WORLD SEED OF STREET SEPARATE SE	The same of the sa	Tec	chnical Sc	hools		A P)	A. C.
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Name of So	chool	City	State	Speciality	TO	From	(Y/N)
	Management Spirity and a 1980/1979 of this day observed up 1990/1990 and the day of the						
AND THE PROPERTY OF THE PROPER				MENT HIST			
NOTE: LIST MOS	T RECENT EM	PLOYMENT F	IRST. Includ	le chronological h	istory of em	ployment sta	rting with
current or most recer	it position. Accou	int for all periods	, including c	asual employment	and all per	iods of unem	ployment. Be
sure to include milita			litional space	e is needed, attach	additional s	sheets using s	ame format.
Be sure to provide al	l of the required in	itormation.			<del></del>		
Job A	T						
Name of Business:							
Address:							
City:				State:			
Telephone Number (	including area cod	le):	<del></del>	******			
Type of Business	ALIEN POSSIBILITATION OF THE REAL PROPERTY OF THE PROPERTY OF				ALCOHOLOGICA (CARACIDA DE CARACIDA DE CARA		
Period of Employme	nt (Month/Year):	From:			To:		
Position Held:	it (ittorial 1 car).	11021			20.		
Supervisor:							
Reason for leaving th	is amplement	Т					
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While employed, did If you answered yes							
detailed description of		ion concerning d	iscipiniary ac	adding previo	ous employ	nent, below p	novide a
deamed description (	i dio events.						
Job B							
Name of Business:							
Address:							
City:	<u></u>			State:			
Telephone Number (	including area cod	le):					
Type of Business							
Period of Employmen	nt (Month/Vear):	From:			To:		
Position Held:	it (Wolth Tear).	Tion.			10.		
Supervisor:							
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Reason for leaving th		<del></del>					
While employed, did	you face any type	of disciplinary a	iction, i.e. su	spension, reprima	nds, etc.		es No
If you answered yes t detailed description of	o the above quest	ion concerning di	isciplinary ac	ction during previo	ous employ	ment, below p	provide a
dominor describition (	uic evelles.						

Job C
Name of Business:
Address:
City: State:
Telephone Number (including area code):
Type of Business
Period of Employment (Month/Year): From: To:
Position Held:
Supervisor:
Reason for leaving this employment:
While employed, did you face any type of disciplinary action, i.e. suspension, reprimands, etc.
If you answered yes to the above question concerning disciplinary action during previous employment, below provide a
detailed description of the events.
Job D
Name of Business:
Address:
City: State:
Telephone Number (including area code):
Type of Business
Period of Employment (Month/Year): From: To:
Position Held: Supervisor:
Reason for leaving this employment:
While employed, did you face any type of disciplinary action, i.e. suspension, reprimands, etc.
If you answered yes to the above question concerning disciplinary action during previous employment, below provide a
detailed description of the events.
Job E
Name of Business:
Address:
City: State:
Telephone Number (including area code):
Type of Business
Period of Employment (Month/Year): From: To:
Position Held:
Supervisor:
Reason for leaving this employment:
While employed, did you face any type of disciplinary action, i.e. suspension, reprimands, etc. Yes No
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detailed description of the events.

Job F				saela									
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Address:													
City:							Stat	e:					
Telephone Number (inc	luding area co	de):											
Type of Business	***************************************												
Period of Employment (	Month/Year):	From:	*****		-			To	):				
Position Held:													4
Supervisor:												1	
Reason for leaving this	employment:					No						T. 20 (	
While employed, did yo											la merced	Yes _	No
If you answered yes to the		tion concerning	discip	lina	ry a	ction durin	ig pr	evious e	emple	oyment,	below	provide a	
detailed description of the	ne events.												
											3		
	SE	CTION 5	: MI	LI	T	ARY SI	R	VICE		1417657	11.5		THE STATE OF
Are you registered for S	elective Servic	e?				Yes				No			
If yes, list location	n (city and stat	te)									4		
Have you served in any	branch of the U					Yes				No		82	
		Below Ind				nch of Ser	vice	155					
Army	Air Force	16.1	∐ Ma	rine	es	10.		Navy					
Coast Guard		lational Guard	Dates	of 6	2000		ny K	eserve					
From (Month/Year):	T		Dates	01 8		(Month/Y	ear).						
Date of Discharge:					10	(World)	our j.						
Type of Discharge:												- AVERNOON	
Last Duty Station:													
Were you ever discipline	ed while in mil	itary service? (	Include	es (	our	t-Marchal	Can	aine M	ast e	etc)	П	Yes	No
If you answered yes to the													140
account of the incident.									,,,,,,	olo II pro	,,,,,,	dounted	
										,			
	SECTIO	N 6: ORC	ANI	Z	AT	ION M	EN	1BEF	RSF	IIP			
Are you now, or have yo									-	Yes	T	No	221.25.27
If yes, please list below:												ales and	
Name of Organiza	ation	City	Stat	e		Former	/ Pre	esent				list positio	
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SEC	TION 7.	SPECIAL	OII	AI	TE	Complete Anna Company of	ON	Wild Control		SKII	IS		
Do you have foreign lang			QU1		JAR.	LCILII	O.L.	N LAT	Name and Address of the Owner, where	Yes		No	MACH LI
If yes, indicate your prof		n phase of each	foreign	n la	ngu	age.				103		1110	
							T	-			T		F
Name of Langua	age	Speak			Unc	derstand		]	Read	l		Write	5
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	[	Good Fluent			Goo			Goo				Good	
			$\square$	Flue	ent		☐ Flue	ent		Fluent			

SECTION 8: COURT RECORD  ave you ever been arrested?    Felony
you answered yes to the previous question concerning being arrested, below provide a detailed account of the reumstances. Be sure to include dates, locations, and types of charges.  ave you ever been incarcerated, in jail, prison, correctional training school, or military stockade?
ave you ever been incarcerated, in jail, prison, correctional training school, or military stockade?
ave you ever been incarcerated, in jail, prison, correctional training school, or military stockade?
you answered Yes to the previous question concerning incarceration, below give a detailed account of the situation. Be re to include dates, locations, and circumstances.  e you now, or have you ever been involved as a plaintiff, defendant, or petitioner, or respondent any civil action?  you answered Yes to the previous question concerning involvement in a civil action, below give an account of the curnstances, be sure to include the date, county, court and type of action.  e you currently on any form of Probation from any jurisdiction, i.e. Federal, State, Local?  Yes No you answered yes to the previous question concerning probation, below provide a detailed account of the circumstances; sure to include dates and locations.
you answered Yes to the previous question concerning incarceration, below give a detailed account of the situation. Be re to include dates, locations, and circumstances.  The you now, or have you ever been involved as a plaintiff, defendant, or petitioner, or respondent any civil action?  Yes No any civil action?  You answered Yes to the previous question concerning involvement in a civil action, below give an account of the curnstances, be sure to include the date, county, court and type of action.  Yes No you answered yes to the previous question concerning probation, i.e. Federal, State, Local?  Yes No you answered yes to the previous question concerning probation, below provide a detailed account of the circumstances; sure to include dates and locations.
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you answered Yes to the previous question concerning being issued a citation, below provide a detailed account of the
cumstances. Be sure to include dates, locations, and type of charges.
ve you ever had an order of protection against you?
you answered Yes to the previous question concerning having an order of protection against you, below provide a detailed
count of the circumstances; be sure to include dates and locations.
your knowledge, has any member of your immediate family ever been convicted of a crime for Yes No
ner than a minor traffic violation?
you answered Yes to the previous question concerning a member of your immediate family being convicted, below
ros servirsios a ou lo lito proviose queblica concenting a mombel of your inhibulate family being convicted, below
ovide a detailed account of the circumstances. Be sure to include relatives' names, relationships, dates, locations, and type
ovide a detailed account of the circumstances. Be sure to include relatives' names, relationships, dates, locations, and type charges.
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SECTION 9: REFERENCES & SOCIAL ACQUAINTANCES  ve four (4) references (NOT relatives, former or present employers, fellow employees, or school teachers) who are ponsible adults of reputable standing in their communities, such as property owners, business or professional men or
SECTION 9: REFERENCES & SOCIAL ACQUAINTANCES  we four (4) references (NOT relatives, former or present employers, fellow employees, or school teachers) who are ponsible adults of reputable standing in their communities, such as property owners, business or professional men or men including your physician, if you have one, who have known you well for at least five (5) years, preferably those who
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SECTION 11: PERSONAL DECLA	RATIONS
Do you consume intoxicating liquors?	Yes No
If you answered Yes to the previous question, please complete the following ques	tions
Please indicate the type of intoxicating liquors you consume. You may in	
	iquor Other
Please indicate the frequency you consume these intoxicating liquors.	
Daily Weekly M	Ionthly Special Occasions
	Secretary and the secretary an
Have you ever used narcotics, drugs, or marijuana in an illegal or recreational man	mer?
If Yes, list below what type you used:	
Marijuana Controlled Substan	ce Narcotics
If you answered YES to the previous question concerning the use of drugs, in th	e space provided below, provide a detaile
description of the drugs, the circumstances, surrounding the use, and the time pe	
enter Not Applicable (N/A) below.	
Have you ever declared, or are you about to declare bankruptcy?	│ ☐ Yes │ ☐ No
If you answered Yes to the previous question, please proved date, location, and ci	rcumstances.
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List the names of Federal, state or local departments, agencies or offices (inclu	ding law enforcement) to which you hav
applied for employment, including date and status of application.	
	The state of the s
Are you now or have you ever been delinquent in payment of alimony or child sur	port Yes No
If yes, please provide date, location, and circumstances.	
If to your knowledge any of the above have conducted an investigation of you	, indicate the name of the agency and th
approximate date of the investigation.	
VVI at a service Collins I and I at Collins Collins I at Collins Collins I at Collins Collins Collins I at Collins Col	6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6
What are your feelings about the use of deadly force if it became necessary in the	performance of your official duties?
An important and a state of the	
An investigation will be conducted of all information listed on this application	a. Because of this, are you aware of an
information about yourself or any person which you are or have been closely assortion which might tend to reflect unforwardly or appropriately assortion and the second state of the secon	
which might tend to reflect unfavorably on your reputation, morals, character, abil	
If Yes, please attach a separate piece of paper, giving your version of this/these inc	eidents.
VERIFICATION	
I hereby swear or affirm that all of the information provided by me in this question	nnaire is true and correct to the best of m
knowledge.	
I further understand that marridian false information of the	tion and the state of the state
I further understand that providing false information or failing to provide	e information can result my immediat
disqualification for employment or dismissal in the event I am hired prior to the B	ackground investigation being conducted.
(Signature)	(Date)
(Witness)	(Date)



## Credit Report Disclosure

Notice of Rights Under The Fair Credit Reporting Act

- 15 United Stated Code Section 1681b(B)(2) states as follows:
- (2) Disclosure to consumer A person may not procure a consumer report, or cause a consumer report to be procured, for employment purposes with respect to any consumer, unless –
- (A) a clear and conspicuous disclosure has been made in writing to the consumer at any time before the report is procured or caused to be procured, in a document that consists solely of the disclosure, that a consumer report may be obtained for employment purposes; and
- (B) the consumer has authorized in writing the procurement of the report by that person.
- 15 United States Code Section 1681b(b)(3) states as follows:
- (3) Conditions on use for adverse actions In using a consumer report for employment purposes, before taking any adverse action based in whole or in part on the report, the person intending to take such adverse action shall provide to the consumer to whom the report relates –
- (A) a copy of the report; and
- (B) a description in writing of the rights of the consumer under this subchapter, as prescribed by the Federal Trade Commission under section 1681g(c)(3) of this title.

#### Authorization for TDOS To Obtain Consumer Credit Report

The Tennessee Department of Safety (TDOS) may seek to obtain your consumer credit report as part of a background investigation and/or during the employment process. Pursuant to the above statue, be advised that you are entitled to notice (via this document) before the TDOS may obtain your consumer credit report. In addition, you must voluntarily complete this form authorizing the TDOS to obtain a copy of your consumer credit report before the TDOS of Safety can obtain a copy of that report.

If adverse action is taken in whole or in part as a result of review of the report, you will be provided with a copy of that report and a description in writing of your rights under the above statue.

I have read and understand the statement of my rights under the Fair Credit Reporting Act above. I hereby authorize the Tennessee Department of Safety to obtain a copy of my consumer credit report to be considered in connection with a background investigation that is being conducted for employment purposes. This authorization is given freely and voluntarily.

Print Full Name of Applicant (Include maiden name, if applicable)	Social Security Number
Applicant Signature	Date
Witness Signature	Date



# STATE OF TENNESSEE DEPARTMENT OF SAFETY

## Authorization For Release Of Information

disclosure of all records concerning myself to any duly	authorized Ager	eby authorize a rent of the Tennessee	view and ful Department of
Safety, whether the said records are of a public, private			
The intent of this authorization is to give my conse educational institution; financial or credit institutions, is retail credit agencies (including credit reports and/or wherever filed; medical and psychiatric treatment; e background reports, efficiency ratings, complaints or lawsuits, criminal or civil, in which I presently have, or	ncluding records ratings); and othe mployment or p grievances filed	of loans, records of er financial statemer re-employment reco by or against me; a	commercial or nts and records ords, including
I also certify that any persons who may furnish suresponsible for giving this information; and I do he which may be incurred as a result of furnishing su Department of Safety and the State of Tennessee from result of collecting such information.	reby release said ich information.	persons from any a I further release	and all liability the Tennessee
I have read and fully understand the contents of this A	uthorization For	Release Of Informat	ion.
Print Full Name of Applicant (Include maiden name, if applicable)	Street Address	S	
Social Security Number	City	State	Zip
Date of Birth	701 27 1	/· 1 1·	
Date of birth	Phone Numb	er (including area co	de)
Applicant Signature	Date		
Witness Signature	Date		
SF-####(05/06)		I	RDA-S1280



# STATE OF TENNESSEE DEPARTMENT OF SAFETY

Human Resource Division 1150 Foster Avenue, Warf Building Nashville TN 37249-1000 Telephone (615) 251-5200 • Fax (615) 253-2095

## Relationship Declaration

I hereby declare the following relationships (either by blood or marriage) within the Tennessee Department of Safety. I understand that it is my responsibility to update this form with the hiring or separation of family members within the Department.

List all relatives who work for the Department of Safety:

Last Name	First Name	Title	Relationship	Division/Location	
			*		
	<del></del>				
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I do not currently hav	ve any relatives workin	og with the Tennesse	e Department of Safe	far	
1 do not currently hav	re any relatives working	ig with the remiesse	e Department of Sare	iy.	
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Signature			Date		

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# STATE OF TENNESSEE DEPARTMENT OF SAFETY

## **VERIFICATION OF EDUCATION**

Applican	t Name: Date:
	is a procedure whereby information concerning education on a person's job application is nely verified prior to employment.
is beir	n a register is received from the Department of Personnel and during the time that the register ng worked the interviewer should verify the pertinent information on the applications of those ns who are being seriously considered for appointment.
Docu	mentation to be included with the worked register (check all that apply):
	Application
	High School Diploma or GED Certificate
	College Degree
	Degree from Vocational Schools
	Transcript of completed creditable hours if degree not received
	Certified Professional Secretary Certificate
	Professional License (attorney, pilot, CPA, etc.)
	Training Certificates
	Certifications
would	applicant was advised on this date that falsification of an employment application d result in automatic termination. Special attention was called to the section on ation.
Applic	cant's Signature:
Interv	iewers Signature:

SF-1316 (3/05) RDA-S1280

Applicant Name	SSN:
Date:	
In the space provided Patrol.	d below, please give the reason(s) why you want to be a Trooper with the Tennessee Highway
ı	
Please provide detaile Courthouse, Police St	ed directions to your residence. Be sure to provide a beginning notable landmark, i.e., tation, Highway Patrol Post, etc.